

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	13-056
Date of announcement:	26 August 2013
Closing Date:	17 September 2013 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	1 October 2013
Position Description & #:	Command Chief Master Sergeant #0967483
Duty Location:	Reno, NV
Unit:	152d AW
Area of Consideration:	Statewide* ; Current members of the Nevada Air National Guard
Grade:	Enlisted E-9/CMSgt
AFSC:	9E000 Required. Must currently hold 9E000 to apply.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SFC Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	Lt Col Manson (775) 788-9302 /DSN 788-9302 david.manson@ang.af.mil
NOTE: *Statewide means:	Only current members of the Nevada Air National Guard may apply.

13-056

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 201011, must be complete with original signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial Current security clearance, JPAS printout- must have NACLIC Top Secret or be eligible to obtain Top Secret. A memo from Security Manager showing clearance will suffice if JPAS printout is not available.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties:

- Relationships: Establish a close rapport with the following groups: Commanders, Senior Officers, Chief Master Sergeants, Human Resource Advisors, Human Resource Office (HRO), First Sergeants, unit career advisors, Recruiting, and Retention Superintendent (RRS), personnel, training, education, finance, family readiness, and Employer Support of Guard and Reserve (ESGR) support councils, professional organizations, local community, etc.
- Further establish effective communications by: unit visits, phone calls, attending commander calls, joining deployments, being involved in official functions, (change of command, unit retirements, promotions and awards ceremonies), and attending special events and social functions.
- Ensure enlisted personnel know and understand policies.
- Assess feedback from affected groups and councils when recommending policy changes concerning enlisted issues.
- Coordinate with the MPF to review enlisted promotion policies to include Exceptional Performance Promotion (EPP) and provide guidelines for PME selection process. Participate in State and Wing force management planning, (i.e., selective retention board) ensuring that all these processes are fair and equitable and reflect effective force management principles.
- First Sergeant Program: Wing Command Chiefs are the installation functional managers and administer the Wing's program for the Wing Commander. State Command Chiefs are the overall program manager for the state and will ensure that the responsibilities detailed in AFI 36-2113, The First Sergeant, are in compliance.
- Advise the Wing Commander concerning awards, decorations, and recognition programs. The CCM should compile information on a quarterly basis for tracking purposes.

AFSC QUALIFICATION REQUIREMENTS:

9E000 Required. Must currently hold 9E000 to apply.

<u>ADDITIONAL REQUIREMENTS:</u>
This position is term limited and will not meet an ACB for consideration of career status. Selected individual will be placed on a three-year tour and will not be granted career status after their probationary period. Incumbent will be separated from AGR status on the expiration of their AGR order, or the reassignment from the advertised position whichever comes first.
<u>MINIMUM ELIGIBILITY CRITERIA:</u>
To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate <u>in writing</u> a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.
<u>THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER</u>
Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.